Adding Individual Creditors

Creditors entered at the case opening are stored in a separate database from other parties to the case and these records are used for noticing and proofs of claims. Creditor records can be individually added after the initial case opening by either the debtor or a creditor wishing to file a claim.

STEP 1   To access the creditor database click **Bankruptcy** on the CM/ECF Main Menu. **(See Figure 1.)**
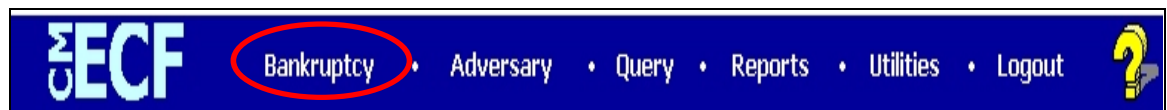

Figure 1

STEP 2   The **BANKRUPTCY EVENTS** screen displays. **(See Figure 2.)**

Figure 2

◆   Click the Creditor Maintenance hyperlink.

STEP 3   The **CREDITOR MAINTENANCE** menu will then display.
               (See Figure 3.)

Figure 3

◆   Select the Enter Individual Creditors hyperlink to show how a new
      creditor can be added to the creditor database.

◆   To edit a creditor, proceed to **STEP 8.**

◆   To delete a creditor, proceed to **STEP 12**.

STEP 4   The **CASE NUMBER** screen is the next screen in this process. **(See
               Figure 4.)**

Figure 4

◆   Enter the **Case Number** in the format yy-nnnn, including the hyphen.

◆   Click **[Next]** to continue.

STEP 5   The **CREDITOR INFORMATION** screen displays. **(See Figure 5.)**

Figure 5

◆   Enter the creditor name and address information.

> **Remember**:   5 line maximum
> 3 line minumum (City/State should be on Address Line 2 or after)
> Each line no more that 40 characters
> Avoid special characters (# & C/O are okay)
> Account number/attention line placed on line 2
> Zip + four must include hyphen
> State must be 2 letter abbreviation

◆   **Creditor Type** defaults to "Creditor.' Other values available may be:
> Administrative,
> Limited Notice,
> Notice of Appearance,
> 20 Largest Unsecured Creditors.
> **LEAVE as "CREDITOR"**

◆   If the creditor being added is a member of the creditor committee, click the **[Yes]** button after the **Creditor Committee** button.

◆   If you have only one creditor to add, click the **[Last Entry]** button then click **[Next]** to continue.

◆   If you have multiple creditors to add, accept the default of **[Continue to Enter]** button and then click **[Next]** to continue.

STEP 6   The **TOTAL CREDITORS ENTERED** screen will appear.
              (See Figure 6.)

Figure 6

◆   Verify the number of creditors you have entered.

◆   If the number is not correct, click the browser **[Back]** button to
         investigate your entries.

◆   Otherwise, click **[Submit]** to continue.

STEP 7   The **CREDITORS RECEIPT** screen will then display.
              (See Figure 7.)

Figure 7

This screen confirms the number of creditor records that have been
added to the creditor database.

When claims are filed in CM/ECF, they are attached to the specific
creditor record of the claimant.

The Proof of Claim module is accessible on this screen so a claim can
be added to this new creditor in one continuous operation.

◆   Click Return to Creditor Maintenance Menu to continue creditor
         processing.